# TRANSACTION PROCESSING

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# ORACLE FEDERAL FINANCIALS

ARC will process accounting transactions in Oracle to accurately maintain customer accounts. Entries may be recorded using electronic interfaces, loader programs, or manual entry by accounting technicians and accountants. ARC will inform the customer on specific document preparation and submission requirements. ARC will maintain supporting documentation related to transactions processed, including both electronic and paper records, in accordance with applicable record retention rules. Records retained are available for review and audit as needed. Records will be destroyed at the end of their retention period.

*Budget Document Processing*

> ARC will record budget transactions in Oracle, including appropriations, warrants, apportionments, allocations, reprogramming, transfers, rescissions, and continuing resolutions. ARC will review funds control settings with the customer annually to ensure appropriate funds controls are in place. ARC will also assist customers in determining continuing resolution amounts.

*Commercial Vendor Invoice Processing*

> ARC will process vendor invoices in Oracle, after proper invoice examination and certification. ARC will receive, date stamp, examine, route, and monitor vendor invoices through the entire approval process. Trained accountants will ensure payments are processed according to applicable regulations. Commitments and obligations related to commercial purchases are processed through the Prism procurement system, using automated real-time interfaces. ARC will prompt reviews of open obligations by the customer to ensure account balances are accurate.

*Other Document Processing*

> ARC will process other financial transactions in Oracle, including: reimbursable revenue agreements, investment transactions, non-procurement obligations, receiving reports, accrual entries, invoices, billing documents, collections, receivable write-off transactions, advances, depreciation, disposals, amortization, inventory consumptions, journal vouchers, IPAC transactions, program payments, and other entries, as needed. ARC will also process any unique entries for revolving fund, trust fund, direct loan, special fund, or pension fund accounting, as agreed to with the customer.

*CitiDirect Purchase Card System Support*

> ARC's interface with the CitiDirect purchase card system enables payments to Citibank to be made promptly and recorded in detail in Oracle Financials, for easy monitoring of the card program purchases. ARC will provide customer service to cardholders and approving officials using CitiDirect to process their e-statements. This includes maintaining of accounting codes in the application and monitoring the status of e-statements processed. ARC will seek customer approval of all Citibank payments after the payment has been made in cases where agency approving officials fail to approve the statements prior to payment.